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VERMONT BUSINESS REGISTRY & BID SYSTEM (EBB)

Project Title: Department of Corrections Food Service Consultant

Type of Bid: ☒ Request for Proposals
☐ Request for Information
☐ Job Contract

Date of Request: December 15, 2010

Date of Closing: January 10, 2010

Time of Closing: 4:30 pm

Location (type "Statewide" or Name of County): United States

Bid Contact Name: Director Bill Lawhorn

Bid Contact Address: Dept of Corrections 103 South Main Street, Waterbury, Vermont 05671

E-Mail Address: William.lawhorn@ahs.state.vt.us

Bid Contact Phone: 802-241-1572

Bid Contact Fax (optional):

Product/Service Description:

The Vermont Department of Corrections is seeking proposals for a food service consultant. Proposals will be evaluated based upon correctional food service consulting experience, responses to the below service requirements and how the proposed service might best benefit the Vermont Department of Corrections, costs and if elected to be held, oral presentations.

Upon selection, the Contractor will be required to enter into a performance based contract pursuant to the expectations proposed in the proposal.

1. General Services:

- 1.1. The Contractor will be expected to visit all State correctional facilities and work camps on a monthly basis to inspect food service operations, food service areas, equipment, and to evaluate the needs of the facility's food service operation.
- 1.2. The Contractor will serve as an advisor and instructor to each facility's food service supervisor, cooks, and inmate workers.
- 1.3. The Contractor will be responsible for addressing daily operation issues relative to food service and food purchasing. Since these issues may occur at any time, Contractor shall provide available assistance 24 hours per day, seven days per week.

- 1.4. Contractor must respond immediately to emergency or crisis situations. Emergencies that can be handled telephonically may be done so accordingly; however, Contractor is expected to respond personally upon the direction of the Facilities Executive or Director of Security, Operations, and Audits.
- 1.5. The Contractor will be responsible for coordinating and conducting quarterly food service meetings with facility food service supervisors and/or cooks to problem-solve common issues, enhance existing practices and procedures to improve efficiency and cost issues. In addition, an in-service training will be conducted at each meeting.
- 1.6. Contractor will meet quarterly (or as frequency dictates) with facility Assistant superintendents to review inspection results and supervisory issues within the food service areas.
- 1.7. The Contractor will be expected to meet quarterly with the Management Executive and / or the Director of Security, Operations & Audits to review issues and progress of the previous three months; and identify a plan of action and goals for the next quarter.
- 1.8. Contractor will work closely with cooks, facility food service supervisors, the Director of Security, Operations, and Audits, and the Director of Health Services to resolve dietary, budget, storage, sanitation and other related issues as they arise.
- 1.9. Contractor will provide a State registered dietician, approved and cleared by the Facilities Executive or Director of Security, Operations, and Audits as needed to furnish special diet information in accordance with established procedure. The dietician will attend quarterly food service meetings and must be available to the facilities food service staff and/or Director of Health Services by phone as needed.
- 1.10. Contractor must have furnished proof of liability insurance.

2. Inspections:

- 2.1. The Contractor will be responsible for conducting monthly on-site inspections to determine the level of compliance to sanitation procedures, food quality and production efficiency. A written report of each inspection shall be provided to the Director of Security, Operations, and Audits no later than the last day of each month. Each report shall include recommendations for improvement and time frames in which improvement is expected. Follow-up inspections shall be coordinated as necessary with the Director of Security, Operations, and Audits.
- 2.2. Inspections will be conducted unannounced and in accordance with governing national, state, and local food service standards, to inspect every aspect of the food service areas, including preparation and storage areas, coolers and freezers, dining areas, food service offices, culinary tool controls, chemical controls, and safety/sanitation conditions. Results will reflect compliance with governing national, state, and local food service standards, sanitary conditions, compliance with proper food storage and safe food preparations, and recommend areas for improvement in overall food service operations.
- 2.3. The Contractor will examine records of daily temperature checks on all refrigerators, coolers, freezers and water temperatures to ensure the facility's compliance with requirements of daily inspections and recording, temperatures fall within national, state and local standard guidelines, and deficiencies are immediately addressed.
- 2.4. The Contractor will examine recent inspection reports from other agencies or departments regarding fire, safety and sanitation and compare them to the results and existing conditions revealed during contractor's inspection. Areas that are found deficient from other agencies or departments that are not corrected will be noted in the Contractor's inspection report with recommendations and timeframes for correction.
- 2.5. The Contractor will be responsible for monitoring each facility to insure compliance to prescriptive reparations required to eliminate inspection deficiencies.
- 2.6. The Contractor will be responsible to aid the facility food service staff in remaining in compliance with Departmental Security and Compliance Audit Standards for all food service areas.

- 2.7. The Contractor shall be available to participate in departmental Security and Compliance Audits as necessary.

3. Menu Planning and Development:

- 3.1. The contractor will establish menu cycles pursuant to the needs and desires of the Vermont Department of Corrections. Menu variety should include seasonal changes.
- 3.2. Each menu cycle shall include alternative menus, medical dietary menus customized for the needs of Vermont inmates, and religious diets to meet the needs of the various religious observances.
- 3.3. The Contractor will aid the Department of Corrections in quickly fulfilling religious dietary requests either through purchasing of pre-packaged meals (such as Kosher or Halal) or through implementation of menu items, inclusive of specialty products (whichever the Department of Corrections chooses to utilize).
- 3.4. Contractor will work with facility food service supervisors and facility cooks to ensure all menu planning yields high quality meals relative to flavor, texture, temperature, appearance and palatability.
- 3.5. All menu cycles shall be created in conjunction with recipes provided by the contractor or developed together with the VTDOC food service personnel.
- 3.6. The Contractor's registered dietician will evaluate each newly prepared menu and re-evaluate them every six months and in accordance with seasonal menus.
- 3.7. The Contractor will be expected to design menus such that surplus food and commodity use are maximized.
- 3.8. The Contractor will be expected to provide complete recipes for all foods served. Since recipes will have to be read and followed by experienced and inexperienced food service individuals, all recipes shall be easy to follow, easy to read, and consistent with industry standards. Each recipe shall be customized for applicability to each facility and the differences in facility populations.
- 3.9. Contractor will monitor food substitutions or variances from the prescribed menu for necessity and compliance with nutritional standards. A guideline of food substitutions shall be developed by the Contractor for use in each Corrections facility and included in the menu booklet.
- 3.10. Contractor will create an emergency contingency plan, consisting of emergency menus, emergency supply of inventory, alternative production methods, and alternative serving methods, for a variety of emergencies that might be experienced within the correctional system.

4. Purchasing/Inventory:

- 4.1. The Contractor will work closely with and understand the State of Vermont purchasing requirements to assist with food product and purveyor selection. Any work and decision making regarding purchases will be coordinated through the State Purchasing division.
- 4.2. Contractor will assist State Purchasing, upon request, in quarterly audits of major food suppliers to insure pricing and markup complies with food service purveyor contract and that substitutions are legitimate.
- 4.3. Contractor will report problems with food suppliers to State Purchasing if supplier is unresponsive to Contractor.
- 4.4. Contractor will provide/establish a system for re-ordering inventory that facilitates reporting and information sharing with State Purchasing in a timely and coordinated method.
- 4.5. The Contractor is responsible for assisting facilities in developing (vegetable) garden plans and accordingly, design seasonal menus that fully utilize the produce harvested. Garden planning and design must maximize cost savings and winter storage utilization.

- 4.6. Contractor will assist cooks and facility food service supervisors with creating and maintaining perpetual inventories.
- 4.7. Contractor will implement a standardized food services program encompassing cost controls.
- 4.8. Contractor will provide facilities with an instrument/method of calculating meal costs and will train Food Service staff in preparing/completing this instrument. Contractors will routinely, but at least once per month, review each facility's calculations to ensure accuracy and consistency throughout the state. These reviews will be shared with the Financial Director when completed.

5. Equipment:

- 5.1. The contractor will be required to work with the Vermont food service personnel to develop an equipment manual for each site, inclusive of type, specifications, age, condition, replacement plan, and manufacturer manuals.
- 5.2. Contractor will inspect, evaluate & make equipment recommendations to the Management Executive and Director of Security, Operations & Audits. Recommendation for equipment replacement or repair must specify necessity, cost savings and efficiency.
- 5.3. Contractor will be required to make recommendations for equipment and operational improvement to increase efficiency of food service operations.
- 5.4. Contractor will be required to assist in identifying repair services or equipment maintenance plans to increase food service efficiency and decrease food service costs to the Vermont Department of Corrections.

Special Instructions(optional):

All bidders will be evaluated in the following areas:

- Response to each area of the Request for Proposal – identifying specific services to fulfill the needs of the Vermont Department of Corrections.
- Cost for consulting service
- Correctional Food Service Experience
- Oral Presentation (if elected to be held)

All proposals should be submitted to the Director of Security, Operations, and Audits, Bill Lawhorn, at 103 South Main Street, Waterbury, VT 05671. Following the completion of the proposal review process, the top candidates may be selected to conduct an oral presentation of the service they are offering and how their consulting service will best benefit the Vermont Department of Corrections (Date to be determined). Proposals are due by the close of business on Monday, January 10, 2011. Contract is expected to begin March 17, 2011. Proposals that do not respond to the service requirements and those that do not respond with summaries of consultant services will not be considered. The top proposals may be selected to appear for oral presentations at a date and time specified after a review of all proposals. Proposals should be submitted in copies of five (5) hardcopies and one version on a CD

Request Notification Award Method – Choose all that apply:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Vermont Bid Board Web Site | <input type="checkbox"/> Email to Award Recipient |
| <input checked="" type="checkbox"/> Letter of Confirmation | <input type="checkbox"/> Fax Confirmation |

Keyword: Please select all keywords that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Office Machines |
| <input type="checkbox"/> Administrative Support Svs. | <input type="checkbox"/> Electrical Equip. & Supplies | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Archt & Eng – Building | <input type="checkbox"/> Electronic Equipment | <input type="checkbox"/> Painting Contractor |
| <input type="checkbox"/> Archt & Eng – Non Building | <input type="checkbox"/> Engineering | <input type="checkbox"/> Photo Equipment |
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Expert Witness | <input type="checkbox"/> Photo Supplies |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Farm, Lawn & Garden Equip | <input type="checkbox"/> Plumbing & Water Treatment |
| <input type="checkbox"/> Badges, Patches, Insignias | <input type="checkbox"/> Farm, Lawn & Garden Supply | <input type="checkbox"/> Police Equip/Supply |
| <input type="checkbox"/> Barber & Beauty Equipment | <input checked="" type="checkbox"/> Food | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Brokers/Investment Securities | <input type="checkbox"/> Foot ware | <input type="checkbox"/> Professional Speaker |
| <input type="checkbox"/> Building Materials & Supplies | <input type="checkbox"/> Fuels, Oils, Lubricants & Waxes | <input type="checkbox"/> Recreation Equipment |
| <input type="checkbox"/> Caterers | <input type="checkbox"/> Furniture | <input type="checkbox"/> Recreation Supplies |
| <input type="checkbox"/> Classroom/Training Facilities | <input type="checkbox"/> Geographic Information Systems | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Cleaning Equipment & Supplies | <input type="checkbox"/> Hardwoods | <input type="checkbox"/> Safety Equip & Supply |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Health Care – Equip | <input type="checkbox"/> Salvage Services |
| <input type="checkbox"/> Commissary Services | <input type="checkbox"/> Health Care - Supply | <input type="checkbox"/> Sanitation Removal/Recycling Svs |
| <input type="checkbox"/> Communications Equip. & Svs. | <input type="checkbox"/> Highway Equip & Sup | <input type="checkbox"/> Security Svs. |
| <input type="checkbox"/> Computer Hardware | <input type="checkbox"/> Household Equipment | <input type="checkbox"/> Snow Removal/Plowing |
| <input type="checkbox"/> Computer Services | <input type="checkbox"/> Household Supplies | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> HVAC | <input type="checkbox"/> Testing & Inspection Svs |
| <input type="checkbox"/> Conference/Training Coordination | <input type="checkbox"/> Industrial Equip/Supply | <input type="checkbox"/> Tool & Hardware |
| <input type="checkbox"/> Construction (Building) | <input type="checkbox"/> Interior Coverings | <input type="checkbox"/> Water Craft Equip & Supplies |
| <input type="checkbox"/> Construction (Non Building) | <input type="checkbox"/> Laboratory Equip | <input type="checkbox"/> Web Hosting |
| <input checked="" type="checkbox"/> Consultant Services | <input type="checkbox"/> Laboratory Supply | <input type="checkbox"/> Well Drilling |
| <input type="checkbox"/> Containers | <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Window Décor |
| <input type="checkbox"/> Custodial/Janitorial Services | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Wire & Cable |
| <input type="checkbox"/> Education Services | <input type="checkbox"/> License Plates/other Veh ID. | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Educational Equip. & Supplies | <input type="checkbox"/> Medical Services | |
| | <input type="checkbox"/> Metals & Plastics | |
| | <input type="checkbox"/> Microfilming/Microfiche | |